



Timesheet

Please email to alt Recruitment by 09.30 Monday following the week worked.

Important: Keep a copy of this timesheet for your records.

RECRUITMENT

Booking Number:		Weekending:	
Surname:			
First Name:			
Temporary Position			
Reporting To:		Job Title:	HR
Company Name:			
Address of Booking:			

Start Date:		End Date:	
Hours of Work:			
Variations on Hours of Work:			

Hours of Work:	Start Time	Lunch Start	Lunch Finish	Finish Time	Total Hours Worked in	Please Write "Holiday" "Sickness" etc here for any days absent from Assignment
Monday	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
Tuesday	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
Wednesday	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
Thursday	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
Friday	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
Saturday	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
Sunday	hh.mm	hh.mm	hh.mm	hh.mm	hh.mm	
Total Hours Worked:					hh.mm	

You will be paid to the nearest 15 minutes , please total each day to the nearest 15 minutes.

Signature of Temporary

Date:

Notes to Temporary: The timesheet must be with alt Recruitment by Monday 09.30 at the latest to ensure you are paid on time, late timesheets may result in payment being made one week late. The client must have signed this timesheet in order to authorise/confirm the hours to be paid. In submitting this timesheet, you are employed under the alt Recruitment Terms of Engagement for Agency Workers (contract for services), you should have received a copy of this prior to starting the booking but a copy for your reference is on our website www.altrecruitment.uk

Name of Client Signatory (Printed):

Job Title:

Signature to Authorise Above Hours:

Date of Signature:

Notes to Client: In signing and authorising these hours you accept the alt Recruitment Terms of Business with a Hirer for the supply of Agency Workers, a copy of which should have been sent to you or the hirer. For your reference a copy is available on our website www.altrecruitment.uk

Guarantees:

alt Recruitment Client: If the services of a Temporary initially proves to be unsatisfactory, no charge will be made up to a maximum of 4 hours, or 2 hours if the booking is of 1 day or less.